

EARLY CHILDHOOD Career Ladder Application

APPLICANT: Complete Section 1 (Candidate Information) and Section 2 (Program Information).

(For Office Use Only) Banner ID #:

1. CANDIDATE (PAYEE) INFORMATION (Please Print) :

Full Name (first, middle, and last) _____

Home Address Street Number _____

City _____ County _____ Zip Code _____

Home Phone Number: _____ Date of Birth ____/____/____

Provider's Social Security Number: _____ - _____ - _____ (Bonus monies must be reported as income to the IRS.)

2. PROGRAM INFORMATION:

Early childhood program you are currently employed in:

Program Name _____

Program Address Street Number _____

City _____ County _____ Zip Code _____

Program Owner/Supervisor _____ Program Phone # _____

POSITION YOU CURRENTLY HOLD: (check one)

____ Licensed or Residentially Certified Family Provider

of *unrelated* children ages birth through
preschool that you care for: _____

____ Licensed Center Teacher / Caregiver

____ Licensed Center Director

____ Head Start Every Day Classroom Teacher or Teacher's Aid

____ Head Start Education Specialist

____ License Exempt Preschool Teacher
(Include a copy of your preschool's business license.)

____ License Exempt Preschool Director
(Include a copy of your preschool's business license.)

____ Other: _____

How many hours per week do you work with children ages birth through preschool in this position? _____

How long have you held this position in this program? _____ years and / or _____ months

Please note: In order to be eligible for an Early Childhood Career Ladder award you must be currently employed (*at the time you receive your certification and bonus*) working at least 20 hours per week with children ages birth through preschool, and must have been employed in that capacity for at least the past 6 months in the same program.

Please submit completed application *and accompanying documentation of training* to:

Mark inside which level(s) you are applying for.

Allow approximately 8 weeks for the processing of your application.

CCPDI

**9690 South 300 West
Sandy, Utah 84070**

3. DO NOT COMPLETE THIS SECTION. For CCPDI office use only.

Certificate / Invoice # _____ Description: CL Amount \$ _____ Index # 21066 Account # 73565

Submitted and Approved by: _____ Date ____/____/____

EC LEVEL 1 - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ Currently valid Red Cross (or equivalent) first aid certification
- _____ Currently valid Red Cross (or equivalent) CPR certification
- _____ Currently valid Food Handler's Permit
- _____ *EC/SA Course 1: Child Care Health & Safety* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement
- _____ *EC/SA Course 2: Child Development: Ages & Stages* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement
- _____ *Early Childhood Course 2: Learning in the Early Years* completion certificate, completed in the last 5 years, and not already used for a Career Ladder level or Endorsement

EC LEVEL 2 - \$200 Bonus

DOCUMENTATION REQUIRED:

BOTH of the following:

- _____ Copy of Level 1 EC Career Ladder certificate, **AND**
- _____ Certificates of completion for 4 of the following eight CCR&R courses completed in the last 5 years, and not already used for a Career Ladder level or Endorsement
 - _____ *Early Childhood Course 2: A Great Place for Kids*
 - _____ *Early Childhood Course 3: Strong & Smart*
 - _____ *Early Childhood Course 4: Learning to Get Along*
 - _____ *EC/SA Course 3: Advanced Child Development*
 - _____ *EC/SA Course 4: Looking to Learn*
 - _____ *EC/SA Course 5: Working Together*
 - _____ *EC/SA Course 6: Creating Good Child Care*
 - _____ *EC/SA Course 7: More Than Babysitting*

EC LEVEL 3 - \$300

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 2 EC Career Ladder certificate, **AND**
- _____ Certificates of completion for the remaining 4 CCR&R EC Level 2 courses completed in the last 5 years, and not already used for a Career Ladder level or Endorsement

Option 2:

- _____ Copies of official transcripts verifying the completion of 3 passing (grade C or better) semester credits (or 4.5 quarter credits), in courses specific to children ages birth through preschool, not already used for a previous Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

EC LEVEL 4 - \$400

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Utah High School Skills Certification in Child Development, **AND**
- _____ Utah High School Skills Certification in Child Care

Option 2:

- _____ Copy of a currently valid CDA or CCP credential

Option 3: BOTH of the following:

- _____ Copy of Level 3 EC Career Ladder certificate, **AND**
- _____ Completion certificates for any 4 EC Level 1-3 or Career Ladder Endorsement courses (except for School Age courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 4: BOTH of the following:

- _____ Copy of Level 3 EC Career Ladder certificate, **AND**
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages birth through preschool. Cannot include training already used for a previous Early Childhood or School Age Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your EC Level 3 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 5:

- _____ Copies of official transcripts verifying the completion of 6 passing (grade C or better) semester credits (or 9 quarter credits), in courses specific to children ages birth through preschool, not already used for a previous Early Childhood or School Age Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

EC LEVEL 5 - \$500 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 4 EC Career Ladder certificate,
AND
- _____ Completion certificates for any 4 EC Level 1-3 or Career Ladder Endorsement courses (except for School Age courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 4 EC Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages birth through preschool. Cannot include training already used for a previous Early Childhood or School Age Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your EC Level 4 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 9 passing (grade C or better) semester credits (or 13.5 quarter credits), in courses specific to children ages birth through preschool, not already used for a previous Early Childhood or School Age Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

EC LEVEL 6 - \$600 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 5 EC Career Ladder certificate,
AND
- _____ Completion certificates for any 4 EC Level 1-3 or Career Ladder Endorsement courses (except for School Age courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 5 EC Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages birth through preschool. Cannot include training already used for a previous Early Childhood or School Age Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your EC Level 5 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 12 passing (grade C or better) semester credits (or 18 quarter credits), in courses specific to children ages birth through preschool, not already used for a previous Early Childhood or School Age Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

EC LEVEL 7 - \$700 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 6 EC Career Ladder certificate,
AND
- _____ Completion certificates for any 4 EC Level 1-3 or Career Ladder Endorsement courses (except for School Age courses) completed in the last 5 years, and not already used for a previous Career Ladder level. Family Child Care Endorsement courses may only be used by providers currently employed in an eligible in-home child care program.

Option 2: BOTH of the following:

- _____ Copy of Level 6 EC Career Ladder certificate,
AND
- _____ Documentation (copies of official transcripts or CEU certificates) of 3 or more *new* CEUs or 3 or more *new* passing (grade C or better) college credits in courses specific to children ages birth through preschool. Cannot include training already used for a previous Early Childhood or School Age Career Ladder level. Units or credits must have been completed in the last 5 years, and must have been completed *after* your EC Level 6 application was received and approved in CCPDI. College credits must be from an approved accredited college.

Option 3:

- _____ Copies of official transcripts verifying the completion of 15 passing (grade C or better) semester credits (or 22.5 quarter credits), in courses specific to children ages birth through preschool, not already used for a previous Early Childhood or School Age Career Ladder level. Credits must be from an approved, accredited college, and must have been completed in the last 5 years. **(See Professional Development Booklet for additional information.)**

EC LEVEL 8 - \$800 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of 1 year college certificate in early childhood or child care, received in the last 5 years from an approved accredited college, **AND**
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages birth through preschool. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of 1 year college certificate *and* official transcripts in early childhood or child care which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a certificate and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an EC Career Ladder level 7 certification received in the last 5 years

EC LEVEL 9 - \$900 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying an associate's degree, received in the last 5 years from an approved accredited college,
AND
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages birth through preschool. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of diploma *and* official transcripts verifying an associate's degree which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a diploma and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an EC Career Ladder level 7 certification received in the last 5 years

EC LEVEL 10 - \$1000 Bonus

Option 1: BOTH of the following:

- _____ Copy of diploma verifying bachelor's or graduate degree, received in the last 5 years from an approved accredited college,
AND
- _____ Copy of official college transcripts verifying completion of at least 15 passing(grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages birth through preschool. Courses must be from an approved accredited college, and must have been completed in the last 5 years.

Option 2: BOTH of the following:

- _____ Copy of diploma *and* official transcripts verifying a bachelor's or graduate degree which *does not* meet the early childhood 15 semester credit hour requirement for this level, or a diploma and/or credits *not received in the last 5 years*, **AND**
- _____ Copy of an EC Career Ladder level 7 certification received in the last 5 years

Questions?

If you have questions about the Career Ladder Program or your Career Ladder application, contact the Child Care Professional Development Institute (CCPDI) at (801) 957-4469, or toll free at 1-888-963-8558.

For a schedule of current training classes, call your local Child Care Resource & Referral (CCR&R) Agency listed in your Professional Development Programs booklet, or visit the Office of Child Care website at: jobs.utah.gov/occ.